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29 April 1953

MEMORANDUM FOR: Office Heads and Staff Chiefs of the Agency

ATTENTION : Training Liaison Officers

SUBJECT : Training Requirements for Fy 1954 Revised and Fy 1955  
Projected

1. In order that the budget estimates for training for Fy 1954 and Fy 1955 may be prepared, it is requested that your Office or Staff furnish to the Office of Training, by 1 June 1953, a statement of your training requirements for these two fiscal years.

2. Attached hereto is a statement of expenditures incurred by the Office of Training on your behalf in Fy 1953 (enclosure #1). This Office has observed that in many instances there was a lack of correspondence between the training requirements stated and the actual training requested, and that to that extent, the budget estimate was faulty. In view of the close scrutiny which is given to budget estimates for training and of the necessity for this Office to defend each item on the Agency training budget estimate, it is requested that your statement of requirements be prepared as carefully and as accurately as possible. Such statements are also necessary for the planning and development of programs for which requirements have been indicated but which are not currently in being.

3. In order that the training requirements stated by the various Offices and Staffs of the Agency will have comparability, this Office has developed the following references to be used in the preparation of the statement of training requirements:

- a. Categories of training programs (enclosure #2).
- b. List of areas, countries, and major languages, to be used in stating area and language requirements under categories of training programs (enclosure #3).
- c. Sample requirements statement setting forth the desired format to be used by each Office or Staff in submitting requirements to the Office of Training (enclosure #4).

4. The categories of training programs (enclosure #2) have been designed to provide flexibility in meeting Agency training requirements. Each Office or Staff may include such additional programs as may be necessary to make adequate statements of training requirements. In such cases, care should be taken to express the training objective for each added program as precisely as possible in order to assist the Office of Training in making adequate cost estimates.

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Security Information

5. It is requested that the statements of requirements be prepared in summary form for each Office or Staff, in accordance with the sample requirements statement (enclosure #4).

6. Should any problems or questions arise in the preparation of your statement of requirements, they may be referred to Mr. [REDACTED] Chief, Plans and Policy Staff, extension 3531.

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[REDACTED]  
MATTHEW BAIRD  
Director of Training

Enclosures 1 - 4  
as listed above

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